



Public Records Request Form – Senate

Public Records Office Only:
PDR #: _____ - _____

Requester's Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Describe the records you are requesting and provide any additional information to help locate the records, such as author, recipient, title, and pertinent dates. Attach additional pages if necessary. Please note: A specific definition of “public records” applies to the Legislature under the Public Records Act. RCW 42.56.010 and RCW 40.14.100 define the scope of that term.

After requested records are retrieved, I would like to:

- Inspect the records
- Receive hard copies via **mail** or **pickup** (circle one)
Copying fees may apply
- Receive electronic copies via **email** or other
(specify other: _____)

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes.

Signature

Date

| | Date | Initials | Notes | FOR USE BY PUBLIC RECORDS OFFICE |
|----------------------|-------|----------|-------|----------------------------------|
| Date Received | _____ | _____ | _____ | |
| Five-Day Notice Sent | _____ | _____ | _____ | |
| First Installment | _____ | _____ | _____ | |
| Completing Request | _____ | _____ | _____ | |
| Other Installments | _____ | _____ | _____ | |
| Response Completed | _____ | _____ | _____ | |

If exemptions are claimed, complete **Exemption Log**.